

## ADMINISTRATIVE - INTERNAL USE ONLY

3 January 1974

MEMORANDUM FOR: Special Assistant for Operations Training/OTR

SUBJECT : Doctrinal and Instructional Materials Needed for Training

REFERENCE : Special Assistant for Operational Training Memo #0122-73, dated 29 October 1973, same subject

1. Woven throughout the fifteen live problem exercises in the Basic Operations Course (BOC) are four basic ingredients to which BOC trainees must continually respond: (1) Tradecraft; (2) Operational and Intelligence Information Reporting; (3) DDO Programs; and (4) Technical Skills and Techniques.

2. Given our standing requirements to keep BOC training materials and substantive content as current as possible, we are constant, hungry customers for doctrinal and instructional documents that reflect changes in or refinements to, or in any way affect the four basic ingredients noted in paragraph 1 above. To this end, in September 1973 our current Chief of Operations Training Group's (OTG) Intelligence Branch discussed with the DDO Training Officer the need for a focal point in the DDO to which the Intel Branch could direct requests for intel reports, book dispatches, and other appropriate documents for inclusion in our course material. The DDO Training Officer discussed this requirement with the DDO who subsequently designated [REDACTED] as the point to which area divisions would channel the assistance requested by the [REDACTED]. At the moment, Chief, [REDACTED] coordinates twice each year with [REDACTED] for pertinent reporting examples or changes in reporting format or requirements.

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3. With respect to updating our technical skills and techniques, the Chief of OTG's Technical Branch is in frequent touch with his appropriate counterparts in OTS Headquarters and our requirements for this particular ingredient are being met satisfactorily.

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4. This leaves us with less than optimum channels for current tradecraft and programs materials. In our view, what is needed here is a copy of all book dispatches and cables that reflect changes in:

- a. Administrative procedures--including Finance and Logistics;
- b. Operational doctrine and methodology;
- c. Target Priorities; and
- d. Management Procedures.

5. Finally, an assistance area not previously identified is that of case histories suitable for seminar discussions in tradecraft. This is not an item that can be clearly defined and specified. In the past, we have relied on ad hoc arrangements between our DDO instructors and their contacts in their respective divisions. This has been useful and sometimes productive and, given the fact that we must tailor our presentations to specific training objectives in the various tradecraft seminars, this present system is probably the best that can be provided.

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Distribution:

Orig. & 1 - Addressee

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